



Winston H. Hickox
Agency Secretary

Air Resources Board

Alan C. Lloyd, Ph.D.
Chairman

1001 I Street • P.O. Box 2815 • Sacramento, California 95812 • www.arb.ca.gov



Gray Davis
Governor

MEMORANDUM

TO: All Managers and Supervisors

FROM: Cindy Francisco
Safety Coordinator

DATE: March 7, 2003

SUBJECT: SAFETY MEETING IDEAS – MARCH 2003

Suggested issues to discuss during your next meeting are:

1. What Should You Know Before An Emergency Occurs?

- Be familiar with the facility's emergency action plan and evacuation procedures;
- Know the pathway to at least two alternative exits from every room/area at the workplace;
- Recognize the sound/signaling method of the fire/evacuation alarms;
- Know who to contact in an emergency and how to contact them;
- Know how many desks or cubicles are between your workstation and two of the nearest exits so you can escape in the dark, if necessary;
- Know where the fire/evacuation alarms are located and how to use them; and
- Report damaged or malfunctioning safety systems and back-up systems.

2. Erupted Hot Water Phenomena in Microwave Ovens

The US Food and Drug Administration (FDA) has received reports of serious skin burns or scalding injuries around people's hands and faces as a result of hot water erupting out of a cup after it had been over-heated in a microwave oven. Over-heating of water in a cup can result in superheated water (past its boiling temperature) without appearing to boil.

This type of phenomena occurs if water is heated in a clean cup. If foreign materials such as instant coffee or sugar are added before heating, the risk is greatly reduced. If superheating has occurred, a slight disturbance or movement such as picking up the cup, or pouring in a spoon full of instant coffee, may result in a violent eruption with the boiling water exploding out of the cup.

The energy challenge facing California is real. Every Californian needs to take immediate action to reduce energy consumption. For a list of simple ways you can reduce demand and cut your energy costs, see our Website: <http://www.arb.ca.gov>.

California Environmental Protection Agency

What Can Consumers Do to Avoid Super-Heated Water? Users should follow the precautions and recommendations found in the microwave oven instruction manuals, specifically the heating time. Users should not use excessive amounts of time when heating water or liquids in the microwave oven. Determine the best time setting to heat the water just to the desired temperature and use that time setting regularly.

For more FDA consumer information about microwaves, visit their web site at <http://www.fda.gov/cdrh/consumer/microwave.html#10>

3. **New Law Takes Effect January 1, 2003 Regarding Reporting Injuries**

Effective January 1, 2003 any employer who fails to report to Cal/OSHA a fatal injury or serious injury or illness to an employee within 8 hours (or 24 hours if there are exigent circumstances) will be subject to a minimum civil penalty of \$5,000. Following is a summary of reporting responsibilities.

Incidents requiring reporting to Cal/OSHA within 8 hours:

- Fatal injury to an employee
- Serious injury or illness to employee

A serious injury or illness is defined as:

- Loss of a member of the body (e.g., amputation)
- Serious degree of permanent disfigurement (e.g., crushing or severe burn type injuries)
- In-patient hospitalization in excess of 24 hours for other than observation

If a fatal or serious injury or illness to an employee occurs, the employer must report by telephone or fax to the nearest district office of Cal/OSHA (refer to Cal/OSHA poster posted on the Safety Bulletin Board) not longer than 8 hours after the employer knows or with diligent inquiry would have known of the incident. If the employer can demonstrate that exigent circumstances exist the time frame for the report may be made no longer than 24 hours after the incident. For questions, contact Carol Del Toro, Workers Compensation Analyst, at (916) 322-0603.

Information required to be reported to Cal/OSHA:

1. Time and date of accident.
2. Employer's name, address and telephone number.
3. Name and job title, or badge number of person reporting the accident.
4. Address of site of accident or event.
5. Name of person to contact at site of accident.
6. Name and address of injured employee(s).

7. Nature of injury.
8. Location where injured employee(s) was (were) moved to.
9. List and identity of other law enforcement agencies present at the site of accident.
10. Description of accident and whether the accident scene or instrumentality has been altered.

Document your meeting by using Form HS-1 "Safety Meeting Report" which I have attached for your convenience. This can also be used, if you choose, to route the information to each employee. This record should be kept in your files for one year.